

Timeline of the contracting procedure

STEP 1: Clarification meeting (Day -3)

STEP 2: Sending out the memo (Day 0)

Task of PM1: sends out the memo of the clarification meeting

Attachments: memo, attendance sheet, project form (.docx), Project budget (.xlsx), contracting package

STEP 3: Requesting user permission to I+ (Day 4 / 4 days)

Task of the LP:

- a) initiates a request for signatory user permission (if the signatory user role is designated, the LP must attach a designation letter)
-

STEP 4: Check of the initial data (Day 7 / 3 days)

Task of PM1:

- a) checks the signatory user permission
 - b) approves the LP's user permission
 - c) checks the institution types and sources of finance
 - d) checks the budget cuts
 - e) adds the service readiness activity, if relevant
 - f) sends out the project form to I+ FO
-

STEP 5: Submission of the 1st draft of the project form and set of documents (Day 17 / 10 days)

Task of the LP:

- a) updates the project form according to the project form and discussion at the clarification meeting
 - b) submits the first set of mandatory documents for all partners
-

STEP 6: Check of the 1st draft of the project form and set of documents (Day 24 / 7 days)

Task of PM1:

- a) checks the first set of mandatory documents
- b) checks the updated project form
- c) sends out a request for completion, if needed

STEP 7: Submission of the 2nd draft of the project form and set of documents (Day 31 / 7 days)

Task of the LP:

- a) updates the project form according to the request for completion
 - b) submits the missing documents for all partners
-

STEP 8: Check of the 2nd draft of the project form and set of documents (Day 38 / 7 days)

Task of PM1:

- a) checks the first completed documents
 - b) checks the updated project form
 - c) sends out a request for completion, if relevant
-

STEP 9: Submission of the final version of the project form and all documents (Day 45 / 7 days)

Task of the LP:

- a) submits the final project form
 - b) submits the missing documents for all partners
-

STEP 10: Check of the final version of the project form and all documents (Day 60 / 15 days)

Task of PM1:

- a) checks the completed documents
 - b) checks the final project form
 - c) sends out a request for completion, if relevant
-

STEP 11: Submission of the 1st completion (Day 75 / 15 days)

Task of the LP:

- a) submits the missing documents for all partners
-

STEP 12: Check of the 1st completion (Day 90 / 15 days)

Task of PM1:

- a) checks the completed documents
- b) sends out a request for completion if relevant

STEP 13: Submitting the 2nd completion (Day 105 / 15 days)

Task of the LP:

- a) submits the missing documents for all partners
-

STEP 14: Check of the 2nd completion (Day 120 / 15 days)

Task of PM1:

- a) checks the completed documents
 - b) informs the MA/NA that the partner is not able to fulfil the conditions for contracting,
 - c) informs the Lead partner that further completion can be submitted based on the leniency request approved by the MA
-

STEP 15: Request a leniency and submission of the final completion (Day 135 / 15 days)

Task of the LP:

- a) submits a leniency request to the MA
 - b) submits the missing documents for all partners
-

STEP 16: Check of the final completion (150. day / 15 days)

Task of PM1:

- a) checks the completed documents
- b) informs the MA/NA about the result of the contracting procedure

Timeline of the contracting procedure

